

**New River Valley
Metropolitan Planning Organization
755 Roanoke Street
Christiansburg, VA 24073**

Minutes

May 7, 2015

MEMBERS

| | | |
|----------|-------------------|--------------------------|
| PRESENT: | Craig Meadows | -Montgomery County |
| | Anne McClung | -Town of Blacksburg |
| | Adam Carpenetti | -Town of Christiansburg |
| | Michael Sutphin | -Town of Blacksburg |
| | Eli Sharp | -NRV PDC |
| | Carol Linkenhoker | -VDoT |
| | Mike Dunn | -Virginia Tech |
| | Erik Olsen | -NRV MPO |
| | Mishell Evans | -NRVCS / Radford Transit |
| | Jim Hurt | -City of Radford |
| | Dan Brugh | -NRV MPO |
| | Randal Gwinn | -Recording Secretary |

ABSENT:

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|------------------|--|
| Annette Perkins | -Montgomery County |
| Tammye Davis | -FHWA |
| Ranny O'Dell | -Pulaski County |
| Bruce Brown | -City of Radford |
| Gary Heinline | -Pulaski Transit |
| Fritz Streff | -New River Community College |
| Tony Cho | -Federal Transit Administration-Region 111 |
| Michael St. Jean | -VA Tech/Montgomery Regional Airport Authority |
| Chris Arabia | -VA Department of Rail and Public Transportation |
| Steve Ross | -Town of Blacksburg (Blacksburg Transit) |
| Michael Barber | -Town of Christiansburg |
| Steve Mouras | -Virginia Tech |
| Brian Booth | -Radford Transit |
| Kevin Byrd | -NRV PDC |
| Ken King | -VDoT |
| Danny Wilson | -Pulaski County |
| James Perkins | -Radford University |

DECLARATION OF QUORUM AND CALL TO ORDER

Chairman Meadows declared a quorum and called the meeting to order at 2:00 PM.

APPROVAL OF AGENDA

Craig asked to hear a motion for approval of the meeting agenda.

On a motion by Anne McClung seconded by Michael Sutphin and carried unanimously, the proposed meeting agenda was approved.

APPROVAL OF MINUTES OF APRIL 2, 2015 MEETING

Craig asked for comments on or corrections to the meeting minutes from the April 2, 2015 Policy Board meeting. Hearing none he then called for a motion to approve the minutes.

On a motion by Adam Carpenetti seconded by Anne McClung and carried unanimously, the minutes dated April 2, 2015 were approved.

PUBLIC ADDRESS

There were no members of the public wishing to address the Policy Board at this meeting.

OLD BUSINESS – None

NEW BUSINESS

Approval of 2015-16 Unified Planning Work Program (UPWP) –

Dan reported that the TAC has prepared and advertised for comment a draft 2015-16 UPWP. There were some slight reductions in funding however not enough to effect any ongoing efforts. The draft has been advertised in the Roanoke Times, the News Journal, and the News Messenger, posted on the MPO website and sent to the MPO Interested Parties and Regulatory Agency lists. No comments were received and the TAC recommends approval. It is also time to act on the annual supporting resolutions, these include resolutions authorizing the Chairman/Executive Director to execute the annual agreements with VDOT and VDRPT, execute the annual Certifications and Assurances for FTA, execute the annual FTA Pass Through resolution, execute the authorizing resolution to file with VDRPT for grants of federal funds under FTA Section 5303, and execute the Designation Resolution.

A brief discussion followed as Dan explained budgeted amounts and how they are spent. Discussions having ended Craig open the floor for a motion on the UPWP.

Michael Sutphin moved for approval and Adam Carpenetti provided the second. A vote was taken and the resolution passed. Craig then continued through the six supporting resolutions by

opening the floor for a motion on each suggested resolution included in the meeting packet. All passed and full copies follow:

***New River Valley
Metropolitan Planning Organization***

May 7, 2015

Resolution approving the NRV MPO FY 2015-16 Unified Planning Work Program

On a motion by Michael Sutphin seconded by Adam Carpenetti and carried unanimously,

WHEREAS, the 2015-16 Unified Planning Work Program (UPWP) will serve as the basis for all Federal (FHWA) funding participation and will be included in all requests for transportation planning funds, and

WHEREAS, the UPWP details all transportation and transportation related planning activities anticipated in the upcoming fiscal year; and

WHEREAS, the Request for Comment was advertised in The Roanoke Times, The News Journal, and News Messenger for thirty days; and

WHEREAS, Comments were also solicited from the MPO Email list, the MPO Interested Parties, and the Governmental Regulatory Agencies; and

WHEREAS, No public comments were received, and

WHEREAS, the Technical Advisory Committee recommends approval.

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization Policy Board hereby approves the FY 2015-16 Unified Planning Work Program dated May 7, 2015 attached, and authorizes the Executive Director to make any administrative changes as requested by the Federal Highway Administration, Federal Transit Administration, or VDoT.

Craig Meadows, Chairman

***New River Valley
Metropolitan Planning Organization***

May 7, 2015

Resolution to authorize the Executive Director/ Chairman to execute annual agreements with VDoT, VDRPT, and Montgomery County

On a motion by Anne McClung, seconded by Michael Sutphin and carried unanimously,

WHEREAS, the MPO receives funding from VDoT for expenditures made for MPO activities; and

WHEREAS, the Policy Board has approved the Unified Planning Work Program (UPWP) for 2015-16; and

WHEREAS, an agreement needs to be executed for expenditure of these funds.

NOW, THEREFORE, BE IT RESOLVED, the MPO Policy Board authorizes the Executive Director/Chairman to execute agreements with VDoT, VDRPT, and Montgomery County as fiscal agent, subject to approval by Montgomery County, the Montgomery County Attorney, the MPO Chairman and the MPO Executive Director.

Craig Meadows, Chairman

***New River Valley
Metropolitan Planning Organization***

May 7, 2015

Resolution to authorize the Executive Director/ Chairman to execute annual FTA Certifications and Assurances.

On a motion by Michael Sutphin, seconded by Anne McClung and carried unanimously,

WHEREAS, the MPO receives funding from FTA for expenditures made for MPO activities; and

WHEREAS, the MPO needs to annually certify that the MPO is adhering to all Federal Regulations.

NOW, THEREFORE, BE IT RESOLVED, the MPO Policy Board authorizes the Executive Director/Chairman to execute the annual Certifications and Assurances for FTA.

Craig Meadows, Chairman

***New River Valley
Metropolitan Planning Organization***

May 7, 2015

Planning Grant Resolution

On a motion by Anne McClung, seconded by Adam Carpenetti and carried unanimously,

WHEREAS, the New River Valley Metropolitan Planning Organization anticipates receipt of Fiscal Year 2015 Federal Transit Administration (FTA) Section 5303 Planning and Technical Studies Grant;

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization authorizes the New River Valley Metropolitan Planning Organization Executive Director to procure and contract for the receipt and eligible use of the FTA Section 5303 grant funds that may be received by the New River Valley Metropolitan Planning Organization, noting that the City of Radford, the Towns of Blacksburg and Christiansburg, and Counties of Montgomery and Pulaski will commit the equal funding of the local match for the aforementioned grant.

BE IT FURTHER RESOLVED, that the New River Valley Metropolitan Planning Organization authorizes the Metropolitan Planning Organization Executive Director to submit a FTA Section 5303 grant application and to contract with the Virginia Department of Rail and Public Transportation for the receipt of said FTA funds as is necessary; and including the compliance with applicable laws, regulations, guidelines, and assurances of the United States and the Commonwealth of Virginia, and for the state portions of the matching funds as necessary.

Certification

The undersigned duly qualified and acting as authorized officials of the New River Valley Metropolitan Planning Organization certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Policy Board of the New River Valley Metropolitan Planning Organization on May 7, 2015.

Craig Meadows, Chairman

J. Dan Brugh, Executive Director

New River Valley Metropolitan Planning Organization

May 7, 2015

Designation Resolution

On a motion by Jim Hurt, seconded by Anne McClung and carried unanimously,

BE IT RESOLVED, that the New River Valley Metropolitan Planning Organization authorizes the New River Valley Metropolitan Planning Organization Policy Board Chairperson to authorize the Town of Blacksburg and City of Radford as the designated recipients for the receipt and eligible use of available FTA and VDRPT Operating and Capital Funds.

Certification

The undersigned duly qualified and acting as authored officials of the New River Valley Metropolitan Planning Organization certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Policy Board of the New River Valley Metropolitan Planning Organization on May 7, 2015.

Craig Meadows, Chairman

J. Dan Brugh, Executive Director

***New River Valley
Metropolitan Planning Organization***

May 7, 2015

Resolution authorizing the filing of an application with the Virginia Department of Rail and Public Transportation, for grants of federal funds under the Federal Transit Act Section 5303 program and state matching funds.

On a motion by Adam Carpenetti, seconded by Michael Sutphin and carried unanimously,

WHEREAS, the contract for financial assistance will impose certain obligations upon this Body, including the provision of the local funds to support project costs; and

WHEREAS, a recipient of Federal Transit Administration Funding is required to provide certifications and assurances that all pertinent Federal statutes, regulations, executive orders and directives will be obeyed and it is the intent of this Body to comply fully with all required certifications and assurances; and

WHEREAS, it is the goal of this Body that minority business enterprises (disadvantaged business enterprise and Women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services:

NOW THEREFORE, BE IT RESOLVED BY THE NEW RIVER VALLEY METROPOLITAN PLANNING ORGANIZATION,

1. That the Chairperson of the Policy Board is authorized to prepare and file an application on behalf of New River Valley Metropolitan Planning Organization with the Virginia Department of Rail and Public Transportation for federal and state financial assistance under the Federal Transit Administration Section 5303 Program and State Aid Program.
2. That the Chairperson of the Policy Board is authorized to execute and file with such application all necessary certifications and assurance or any other document required by Virginia Department of Rail and Public Transportation in connection with the application or the project.
3. That the Chairperson of the Policy Board is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with procurements under this project.

4. That the Chairperson of the Policy Board is authorized to execute a grant agreement on behalf of the New River Valley Metropolitan Planning Organization, with the Virginia Department of Rail and Public Transportation to aid in the financing of the project.
5. That the Chairperson of the Policy Board hereby certifies that the local share of the project costs identified in the application shall be made available to the project from resources available to this Body.

The undersigned duly qualified and acting Executive Director of the New River Valley Metropolitan Planning Organization Policy Board certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the New River Valley Metropolitan Planning Organization held on May 7, 2015.

Craig Meadows, Chairman

All agenda items needing action at this time being completed Craig asked continued to the Executive Director's Report.

EXECUTIVE DIRECTOR'S REPORT

VDoT Report – Carol Linkenhoker

The Southgate Interchange project has been awarded however the contract may have not been signed yet.

The new Exit 118 Park & Ride lot is on schedule for construction in December 2015 and Right of Way work is underway at this time.

The HB2 initiative is still moving forward and we encourage the MPO to continue working diligently with Vlad on the VTRANS study.

At the end of Carol's update Craig asked if is still necessary for localities to attend the CTB pre-allocation hearings. Carol committed to getting an answer and relaying it to Craig.

Update on the Passenger Rail Study – Elijah Sharp

Eli reported that the Passenger Rail Study is moving forward steadily with nine possible site locations having been identified and efforts now ongoing to define criteria that will narrow down the list even more. Survey results are now up to over 3700 responses and the survey may be extended in order to get more student / parent input. VA Tech has been providing data on student travel and HomeRide has offered their information as well. We would like to reach out to Megabus for data as well. We plan to start interviewing citizens who are familiar with passenger rail travel next month. More to follow as work progresses.

Transit Study projects update – Erik Olsen

The Regional Cost Model (RCM) update is underway. Baker with Foursquare ITP is the consultant and the project has a budget of \$31,109. The project kick off was March 23rd and the deadline for finishing is June 30th, currently we are finishing existing conditions review and discussing the model.

The BT Bus Stop Safety and Accessibility Study kicked off in December of 2014 with a budget of \$82,437 and a completion date set for sometime in July 2015. Two site visits have been completed and 60+ stops have been identified for prioritization. The next step is finalizing recommendations.

The Regional GIS Internship Program launched in January 2014 will be starting its second year in September with an annual budget of \$6,000.

The MPO Regional Transit Study kicked off March 17th with a budget of \$75,00 spread over two fiscal years. A project website with a survey will be launched on May 11th. The study will continue until January 2016 with the findings to be completed by February 2016 and final completion due March 31st of 2016.

Other regional efforts Erik noted were the BT Route Analysis and the Regional/MPO Peer Exchange.

Planning projects update

Dan reported that turnout at the public meeting held in April for the Route 11 Corridor Study was poor however WRA will have some recommendations prepared soon. The study should be done by the next Policy Board meeting.

The Western Perimeter Road study is quickly wrapping up, the addition of a rendering of the overall concept should be completed next month and the study report should be ready to present at the next Policy Board meeting.

The public meeting for the Long Range Plan update also had poor attendance, however we have over 900 online survey results. The study has a completion date of November 2015 and WRA continues to analyze the survey results as they come in.

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HB2 update & VTRANS update

Carol encouraged everyone to monitor the HB2 and VTRANS websites for updated information on the progress of both initiatives.

Amendment to the 2015-18 Transportation Improvement Program (TIP)

Dan reported that an Amendment to the 2015-18 Transportation Improvement Plan (TIP) needs to be advertised and approved soon; however the allocations are still under review by DRPT

Other Items

None

OTHER BUSINESS

NEXT MEETING

The next scheduled meeting is June 4, 2014 at 2:00 pm.

ADJOURNMENT

There being no further agenda items to discuss, Craig adjourned the meeting at 2:32 PM.

Attest: _____

Anne McClung, Vice Chairman